

**Schedule for the completion of diploma theses in winter semester 2021/22  
by students of the last semester of master's CEB studies.  
Applicable to graduate students and supervisors of the diploma theses**

NOTE: the details of the procedure and schedule presented may change during the semester depending on the epidemic situation

### **1. General guidelines for the diploma process in epidemic conditions**

It is recommended for graduate students to submit and receive documents demanded for diploma examination with full compliance with protection against COVID-19 infection and compliance with the requirements of the sanitary regime.

The student may transfer the diploma thesis and other required documents to the tutor and reviewer in person (original documents) or remotely by e-mail (pdf files). The thesis must be written in English. The student should agree the form of submitting the documents with the tutor and reviewer in advance. It is recommended that the diploma student submit the diploma thesis to the supervisor and reviewer by e-mail, which is described below in details.

Collecting the original documents from the supervisors and reviewers is recommended in person. The deadline for submitting all documents in the dean's office is on 10.02.2022 to the 14th.

The student should submit to the dean's office only signed, original documents, including those received from tutors and reviewers. The dean's office will not accept scans of these documents.

The complete set of documents required for the diploma examination is handed over by the diplomats to the student dean's office W02 in building L1 personally. The date and time of submitting the documents should be agreed and confirmed in advance by e-mail [joanna.dalecka@pwr.edu.pl](mailto:joanna.dalecka@pwr.edu.pl)

### **2. Schedule for the completion of diploma theses**

up to 25.01.2022 uploading the thesis by the student to the Archiving Solution for Academic Papers ASAP (according to a separate instruction);

up to 25.01.2022 submitting the diploma thesis to the supervisor by the student (printout and files on CD/DVD) and signed declaration of originality. Please use only e-mail to send this documents. Personal contact is not recommended;

up to 28.01.2022 the thesis supervisor is obliged to immediately send the diploma thesis uploaded by the student for analysis in the ASAP system (according to a separate instruction), not later than within two working days after the student has uploaded the thesis to the system;

within a maximum of three working days after the ASAP system generates the probability report, the supervisor is obliged to fill in and print out the thesis originality protocol.

If the originality is confirmed, the supervisor evaluates the thesis, enters the grade to Edukacja.CL (JSOS), prepares the opinion about the thesis. The theses whose originality was not confirmed should be immediately reported to the Dean's Office.

2.02.2022 deadline for the completion of the diploma thesis and entering the grade for the diploma thesis in the system;

up to 2.02.2022 the student collects the thesis together with a printed and signed originality protocol and an opinion from the supervisor, and immediately submits this documents with his thesis by e-mail to the reviewer;

up to 8.02.2022 the reviewer prepares the review and signs the drawings included in the thesis;

up to 9.02.2022 the student collects the thesis from the reviewer together with other documents;

up to 9.02.2022 the student agrees and confirms by phone or e-mail - janna.dalecka@pwr.edu.pl, phone 071 3204694 the date and time of submitting documents in the dean's office;

up to 10.02.2022 the student submits to the Dean's Office (room 127, building L1) an application for admission to the diploma examination together with the diploma thesis, the originality protocol, the supervisor's opinion, the review and other required documents given on the faculty website;

17.02.-23.02.2022 diploma examinations.

If the graduate student fails to meet the deadline of 25.01.2022 stated above for submission of the diploma thesis, the supervisor should award the student with unsatisfactory grade not later than on 2.02.2022 (the last day of the semester). In such a case, the graduate student should submit by 11.02.2022 to the Dean's Office an application for enrolment in the retake diploma course in the summer semester 2021/22 (continuation of the same thesis subject upon the supervisor's consent at the thesis progress >75% or an application for the retake diploma course with a new subject), or the student will be struck off the register of students for not making progress with the studies. Failure to submit the application within the specified deadline results in striking-off the register of students on the basis of the provisions of the Regulations on failure to submit the diploma thesis.

I should like to point out that graduate students doing retake courses and backlogs ending with exams should ask the examiners for earlier dates of examinations so that the grade can be entered to the system before 8.02.2022.

*Vice Dean for Didactics*

*Andrzej Batog, PhD, Eng.*